

PRESS RELEASE

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FOR IMMEDIATE RELEASE

SOCIETY OF RADIOGRAPHERS' ELECTRONIC ARCHIVE OF DIPLOMA RESULTS

The Society of Radiographers, based in Southwark, London is responsible for, amongst other things, maintaining records of qualified radiographers.

The Society's Administration Secretary, Valerie Asemah, has to handle several requests every week from individual radiographers and prospective employers for transcripts of radiographers' diploma results.

These important historical records were kept in very large loose leafed books each containing between four and six years' of diploma results. Although much of the information is typed, most of the results prior to 1950 were handwritten. When a transcript request was received staff had to undertake a laborious search of the archives before preparing the transcript to be sent to the request source.

After looking at various ways of automating transcript preparation, the Society decided to scan the information and store it on electronic media. Preview Services was appointed to undertake the scanning. Preview took away all the archive data covering radiographers' diploma results from 1950 to 1996, when the diploma became a three year degree course. Once scanned, the beautiful old



books were returned to the Society of Radiographers and the scanned images were supplied on the media of choice, CD-ROM.

Diploma results were indexed by surname, year and examination centre making retrieval of the information extremely fast and efficient. Valerie Asemah's verdict - "It's brilliant, so much easier and the information is now very easily accessible. When I had to find the records manually, it could take me up to three hours depending on how many times the radiographer took and re-took the examinations. With the data all now held electronically, it can take me as little as two minutes which makes a huge difference to my time management."

Society of Radiographers web site: <http://www.sor.org>

Preview Services web site: <http://www.previewservices.co.uk>

COMPANY BACKGROUND

Preview Services Limited (www.previewservices.co.uk) is a specialist provider of outsourced document management services to businesses and public organisations of all sizes. Clients include major sales and leasing companies, airlines, engineering firms and government agencies. Based in Hanworth, Middlesex the Company operates one of the UK's leading document scanning bureaux and is developing innovative and cost saving solutions for document management.

This Press Release is available in electronic format on request.

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